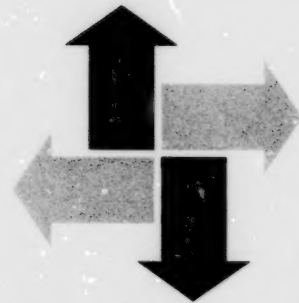




FIFTEENTH ANNUAL REPORT

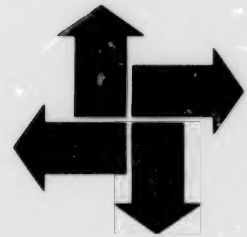
**1 April 1989 -
31 March 1990**



**ALBERTA
COUNCIL ON
ADMISSIONS
AND TRANSFER**

FIFTEENTH ANNUAL REPORT

**1 April 1989 -
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ALBERTA COUNCIL ON ADMISSIONS AND TRANSFER

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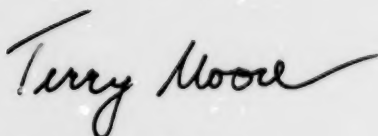


LETTER OF TRANSMITTAL

The Honourable John Gogo
Minister of Advanced Education

On behalf of the Alberta Council on Admissions and Transfer, and in accordance with the Council's terms of reference, I have the honour of transmitting the Fifteenth Annual Report for the year ending 31 March 1990.

Sincerely,

A handwritten signature in black ink that reads "Terry Moore". The signature is written in a cursive style with a long, sweeping horizontal line extending from the end of the name.

Terry Moore, Ph.D.
Chairman



INTRODUCTION

The Alberta Council on Admissions and Transfer, which was established in 1974 at the request of the post-secondary institutions, is an independent body which reports annually to the Minister of Advanced Education. The basic objective of the Council is the enlargement of educational opportunities for students. An underlying purpose of the Council is to foster better communication among institutions, and thus to improve understanding and co-operation on all matters related to transfer. As well, the Council maintains a system-wide interest in institutional admission policies as they relate to the ability of students to transfer. The Council operates with the co-operation and support of the Minister of Advanced Education and Alberta's post-secondary institutions.

Over the years, Council has developed a policy framework to facilitate transfer agreements among the institutions. This framework is published as Addendum C. Council endeavours to maintain sound transfer agreements in a changing environment and encourages negotiations, where appropriate, for programs and courses not presently covered by transfer agreements. These negotiated transfer agreements together with institutional admission policies respecting transfer students, are compiled and published by Council in its annual *Alberta Transfer Guide*.

The 14-member Council includes the Chairman and members from the universities, public colleges and technical institutes, provincially administered institutions, hospital schools of nursing, and private colleges, as well as student and public members. Council membership is recorded in Addendum A, its Terms of Reference in Addendum B, and the Alberta Transfer Model in Addendum D. The latter outlines how the transfer system is achieved in Alberta.

During the reporting year, Council revised and published the annual *Alberta Transfer Guide* which was widely distributed. Council continued its transfer patterns study which revealed that a record number of students transferred among Alberta post-secondary institutions. Also, Council addressed a number of admissions and transfer issues which are outlined in detail in the following report.

ADMISSION AND TRANSFER ISSUES

Accessibility for transfer students

Following last year's substantial increase in the capacity of university transfer programs at the public colleges located in Calgary, Edmonton, and Red Deer, enrolments in these programs were reported generally to have increased during the Fall 1989 term. Given the enrolment management policies at the University of Alberta and The University of Calgary, Council continued to be concerned that public college transfer students would have reasonable opportunities for admission to universities in order to complete their degree programs.

Council was invited to respond to a number of discussion papers prepared by Alberta Advanced Education. These papers reviewed potential developments in the post-secondary system reflecting enrolment projections and demand for university education. Council was strongly of the view that whatever developments take place in the provision of university education, appropriate attention should be given to the implications any proposed developments may have on admissions policies and the transfer of students. In reaffirming its commitment to accessibility, Council emphasized that accessibility needs to be considered both in terms of beginning a program and of completing it.

University policies for transfer students

The following policy developments at the University of Alberta and The University of Calgary were brought to the attention of Council as they affect the admission of transfer students.

The University of Alberta announced that new students would be admitted to degree programs only during the September admission cycle. Council observed that this would place additional pressure on transfer students, particularly those who had planned to continue their college studies through December with a view to transfer in January.

The quota policy announced by the University of Alberta for the Faculty of Education program will apply to the third year of the program for Elementary and Secondary education students. Implementation is scheduled for Fall 1991. Council discussed this particularly complicated quota policy and its impact on transfer students.

The University of Alberta adopted a comprehensive policy on transfer which included a compilation of all current policies affecting transfer students. Council was particularly pleased that this policy document endorsed principles of the Alberta Council on Admissions and Transfer.

Also, the University of Alberta adopted a new course numbering system which was scheduled to appear in the 1990-91 Calendar. It was anticipated that the new numbering of courses at the University would have implications for colleges with university transfer courses.

The University of Calgary capped admissions with its controlled growth policy for 1989-90 and announced a revised controlled growth policy for 1990-91. The policy allocates new admissions between high school graduates and college transfer students. Council members noted the need to provide adequate notice of changes to enrolment management policies so that transfer students are not disadvantaged.

Extensive discussion by Council of these developments in policies affecting the admission of transfer students resulted in renewed commitment to the continued use of fair and equitable admission policies.

Level of instructor qualifications

According to Council's procedures, during negotiation of transfer credit, the sending institution supplies the receiving institution with pertinent information about the proposed course, including the level of qualifications that are minimally required of those who would be assigned to teach the course. In evaluating a transfer proposal, receiving institutions require assurance that students completing the course are adequately prepared so that, following transfer, they may successfully complete their program. Public colleges share this objective. However, as autonomous institutions, the colleges must retain responsibility for their own staffing policy. Interest in the appropriate minimum level of instructor qualifications is an inherent dimension of the transfer relationship and has recurred as a matter of concern from time to time over the past two decades.

During the reporting period, the vast majority of transfer credit negotiations proceeded promptly to a positive conclusion. Although this issue arose in a very limited number of cases, Council recognized the potential for it to corrode inter-institutional relationships and to impede the smooth transfer of students. Council devoted much time during the previous year to ameliorate the situation and to work toward a resolution. Council encouraged a review of internal procedures by both sending and receiving institutions so that concerns identified by both sending and receiving institutions could be appropriately addressed. These efforts produced a positive response from both universities and public colleges. In particular, the policy on instructor qualifications which the University of Alberta published as part of its comprehensive transfer policy was viewed as a helpful development.

Nursing programs

A number of initiatives in nursing education came to the attention of Council. These included the following innovative program proposals which will provide increased opportunities for students to complete nursing degrees.

The proposal for a collaborative program for nursing education involving the institutions offering diploma nursing programs in Edmonton and the University of Alberta was presented to Council. The objective of the proposal is to increase access to the baccalaureate nursing program while continuing to provide nursing diploma programs. The proposal calls for a common nursing transfer program at the diploma institutions. At the end of the second year, students transfer to the University of Alberta Faculty of Nursing to complete the third and fourth year of the degree program. If students do not meet the third year quota requirement at the University, they may take an additional 24 weeks of study at the diploma institution to complete the requirements for the nursing diploma. Council noted the benefits of improved transferability in the proposed program but was concerned that the size of the third year quota be appropriate. Council also noted the need to articulate this program with other nursing programs in Alberta and, more generally, with the post-secondary system. In addition, the Chairman and Executive Assistant were consulted regarding transfer aspects of the proposal.

Approval was announced for an innovative joint nursing degree program to be offered by Red Deer College and the University of Alberta starting in September 1990. Students will complete the first two years of the program at Red Deer College

and then apply for admission to the University of Alberta. If successful, students will continue at Red Deer College as visiting students for the third year of the baccalaureate program. Alternatively, they could enter the diploma completion program at the College. In the fourth year, students will be registered with the University and fourth year nursing courses will be offered by the University at Red Deer College. This program is seen as a pilot project for delivery of off-campus degrees.

Also scheduled to begin in September 1990 is Athabasca University's Post-RN Bachelor of Nursing degree program delivered by means of distance education.

For the first time, a hospital school of nursing will be included as a sending institution in the 1990-91 *Alberta Transfer Guide*. The Foothills Hospital School of Nursing has negotiated transfer agreements for courses in their post-diploma programs for credit towards the Post Diploma Baccalaureate program (B.N.) at The University of Calgary.

The Rainbow Report: Our Vision For Health, published by the Premier's Commission on Future Health Care for Albertans, was received by Council.

Academic upgrading programs

Adult basic education was of ongoing interest to Council. Public college courses that are designed in lieu of grade 10, 11, or 12 courses are generally well recognized for admission to post-secondary programs. However, some special purpose courses that were designed for a specific certificate, diploma, or pre-careers program, may pose problems if they are subsequently presented to meet admission requirements in other programs. Although such courses may serve their intended purpose well, it is often difficult to determine whether they appropriately fulfill admission requirements in other programs in lieu of specified Alberta Education high school courses. Council continues to monitor the use of academic upgrading courses for admission purposes.

COMMUNICATION

Institutions and Contact Persons

To facilitate communication with and among institutions, in 1976 the Council established a network of institutional representatives called "Contact Persons". The annual meeting of The Committee of Contact Persons with the Chairman and the Executive Assistant took place at The University of Calgary on 19 October 1989. This meeting provided a valuable exchange of views and advice on admission and transfer issues by Contact Persons from 26 post-secondary institutions. Earlier, a more specialized meeting was held on 5 May 1989 with the Contact Persons from the degree-granting institutions regarding a final check on revisions to the 1989-90 *Alberta Transfer Guide*. The work of the Contact Persons is invaluable, particularly in relation to the production of the *Transfer Guide* and the collection of transfer

patterns data. In the fall, the "Handbook for Contact Persons" which outlines the role and responsibilities of the Contact Persons, was extensively revised and distributed.

In the interest of maintaining and, where appropriate, improving sound transfer agreements, Council placed a high priority on strengthening its communication with post-secondary institutions. During the year, the Chairman visited many of the post-secondary institutions in order to gain information and advice on issues pertaining to admission and transfer. Given the issues before Council, the public colleges, especially those with university transfer programs, received particular attention. The hospital schools of nursing also continued as a priority, and the Directors were consulted to gain advice on transfer issues in the area of nursing education.

Other groups

Throughout the year, Council was contacted by a number of organizations, both within the province and beyond, concerning the Alberta transfer model and the *Alberta Transfer Guide*. By invitation, the Chairman spoke at the initial meeting of the British Columbia Council on Admissions and Transfer in September 1989 on Alberta's transfer experience. He also addressed the annual Alberta High School Principals' Conference. On separate occasions the Chairman discussed the work of Council with a delegation sponsored by the Government of Newfoundland, as well as with educators from Ontario and British Columbia. Council also responded to a request from the Alberta Association of Registered Nurses for advice on transfer to baccalaureate nursing programs of nursing administration courses taken through various agencies.

In the interests of continuing to foster a working relationship between Council and other groups involved with post-secondary education in Alberta, the Chairman met with the Committee of Senior Academic Officers of the public colleges and technical institutes and with the Chairman of the Private Colleges Accreditation Board. He also met with student representatives and with the Alberta Academic Upgrading Coordinators Committee.

Council, through its Chairman, continued to identify admission and transfer issues in discussions with officials in the following government departments: Advanced Education, Education, and Career Development and Employment. As admission requirements at post-secondary institutions are related to the curriculum of the secondary system and the graduation requirements from high school, Council was particularly interested in changes proposed by Alberta Education to the high school curriculum, especially the new science program.

In addition, the Chairman and Executive Assistant responded on a daily basis to an increasing volume of often complex transfer inquiries from students and other members of the public.

ALBERTA TRANSFER GUIDE

A major responsibility of Council is the publication and distribution of the annual *Alberta Transfer Guide*. It is a measure of the significant extent to which Alberta's post-secondary institutions are co-operating to reduce and eliminate obstacles to transferability. Preparation of each edition of the *Transfer Guide* is a dynamic

process as new transfer agreements are continually being negotiated and current agreements are reviewed, revised or deleted. The compilation of the *Transfer Guide* was again co-ordinated by Ms. Marilyn Patton, Executive Assistant, with the assistance of the institutional Contact Persons. In late June 1989, the fourteenth annual *Alberta Transfer Guide, 1989-90* was published and distributed extensively within Alberta to the registrar's office of all post-secondary institutions, student associations, high school guidance counsellors, Alberta Career Centres, and public libraries. It was also distributed to jurisdictions outside the province to provide recognition for courses taken by students in Alberta. Requests from students and others for the *Transfer Guide* continued to increase.

Recognizing the volume of transfer negotiations being concluded throughout the year and the need for their timely dissemination, Council produced two interim reports listing new transfer agreements that had been negotiated after the *1989-90 Transfer Guide* was published. Distributed to all Contact Persons in September 1989 and January 1990, these reports were particularly helpful to the Contact Persons at degree-granting institutions as they provided early opportunities to verify information and to resolve discrepancies. It is expected that this sharing of information among the degree-granting institutions will further facilitate the implementation of Council's Procedure 3 (Addendum C) at these institutions. By means of this procedure, an initial transfer agreement will normally be recognized throughout the subsystem of which the receiving institution is a constituent, to the benefit of students. Timely distribution of these reports enables these Contact Persons to arrange for their institutions to determine transfer credit, if appropriate, and to submit the results in time for inclusion in the next edition of the *Transfer Guide*.

Further improvement of the *Alberta Transfer Guide* was a major priority of the Council as planning commenced for production of the fifteenth edition for the 1990-91 academic year. With the growing complexity of the *Guide*, the efficient and timely production of the document was an increasing challenge. Computing equipment that was acquired last year facilitated quality control of the data and hastened production of the next edition of the *Transfer Guide*.

Several public post-secondary institutions requested that Council consider including their formal transfer arrangements with other Alberta institutions not currently covered by the *Transfer Guide*. As these requests are consistent with Council's terms of reference and are in keeping with the position taken by Council in 1976 and reaffirmed in 1980, Council agreed to publish a new section in the *Transfer Guide* for transfer arrangements with other institutions. Courses which are part of the University of Alberta's affiliation agreement with North American Baptist College, and courses which are part of the formal transfer arrangement between Mount Royal College and Old Sun Community College will be included in this new section.

All institutional Contact Persons were invited to submit information on new or revised transfer agreements for the 1990-91 edition of the *Transfer Guide*. Following Council's procedure for the review of transfer agreements, Contact Persons advised Council to delete obsolete entries and to revise amended transfer agreements so that the information in the *Transfer Guide* will reflect courses and programs offered during the 1990-91 academic year. These changes will be incorporated in the *1990-91 Transfer Guide*.

TRANSFER PATTERNS DATA

Introduction

Starting in Fall 1979 and continuing each year, Council has collected transfer data from institutional Contact Persons for its study of transfer patterns. These data provide information about the volume and direction of post-secondary transfer traffic and are helpful to Council in determining its ongoing priorities.

The importance of student transfer as a phenomenon of post-secondary education in Alberta is clearly indicated by the large number of students transferring from one institution to another. Since 1979, both the number of transfer students and the opportunities to transfer have steadily increased.

Fall 1989 data

The data for Fall 1989, supplied as in the past by institutional Contact Persons, refer to the number of new students admitted by Alberta post-secondary institutions in Fall 1989 who transferred with prior post-secondary experience obtained at another institution.

In total, 7,956 students transferred among the post-secondary institutions within Alberta in Fall 1989. A further 4,314 students transferred into the province from post-secondary institutions elsewhere for an overall total of 12,270 transfer students. Of the 7,956 students who transferred from within the province, 55.5% went to universities, 25% to public colleges, 14% to technical institutes, 3% to hospital schools of nursing, 1.5% to Alberta Vocational Centres and 1% to private colleges (Figure 1).

Universities admitted a total of 4,419 transfer students from other Alberta institutions: 2,847 full-time and 1,572 part-time. Of the total number of students transferring to universities, 41.5% transferred from public colleges, 25% from other universities, 14% from private colleges, 10% from technical institutes, 6.5% from hospital schools of nursing, 1% from Alberta Vocational Centres, and 2% from other post-secondary institutions. In addition, 3,050 students transferred from outside the province, for a combined total of 7,469 transfer students to Alberta universities (Figure 3).

Private degree-granting colleges received a total of 102 transfer students from other Alberta institutions, of which 35% transferred from public colleges, 30% from universities, 17% from other private colleges, 7% from technical institutes, 1% from Alberta Vocational Centres, and the remaining 10% from other institutions. In addition, 41 students transferred from outside the province, for a combined total of 143 transfer students to private degree-granting colleges.

The following totals for the non-degree-granting public institutions include both full-time and part-time students. However, because some of these institutions do not report information on part-time enrolments, the figures understate the volume. The non-degree-granting public institutions received a total of 3,431 students who transferred from other Alberta institutions. This represents 43% of the total volume of transfer activity from within the province.

Figure 1

DESTINATIONS OF WITHIN PROVINCE TRANSFER STUDENTS

Fall 1989 (N = 7,956)

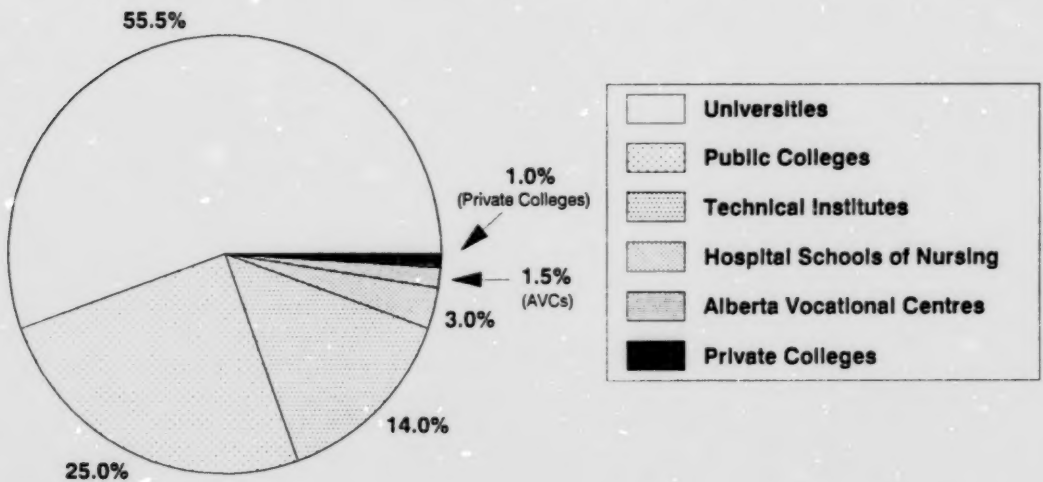


Figure 2

GROWTH IN POST-SECONDARY TRANSFER ACTIVITY

1979 to 1989

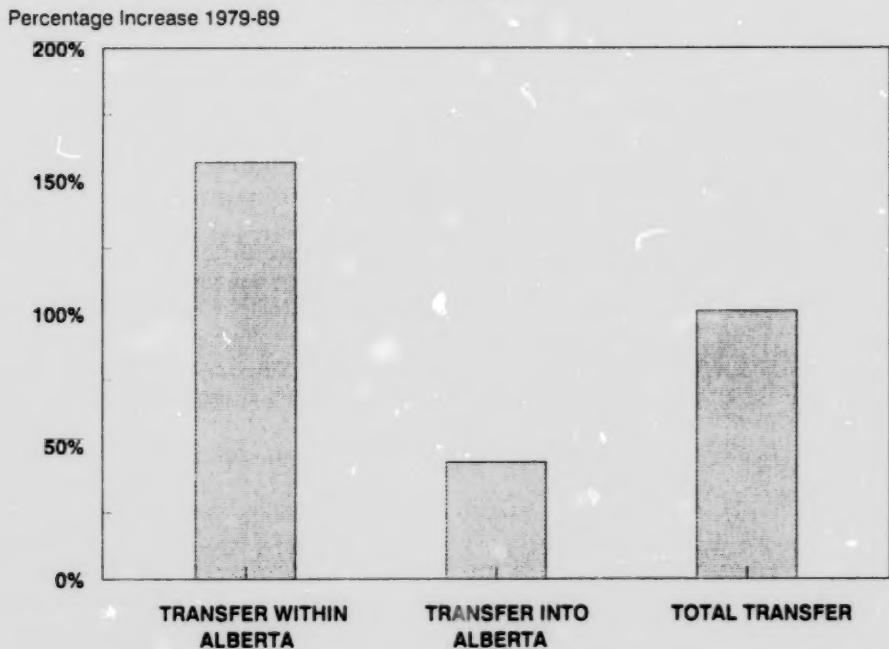
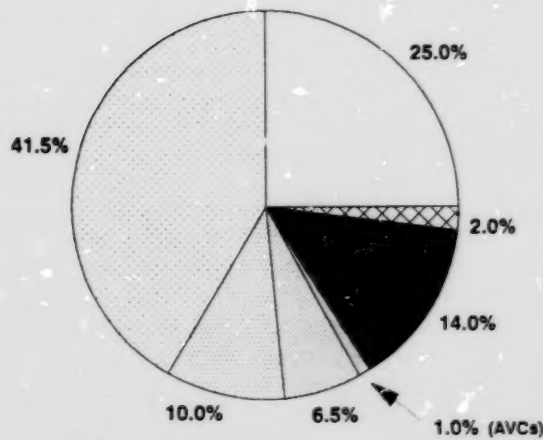


Figure 3
SOURCES OF ALBERTA TRANSFER STUDENTS

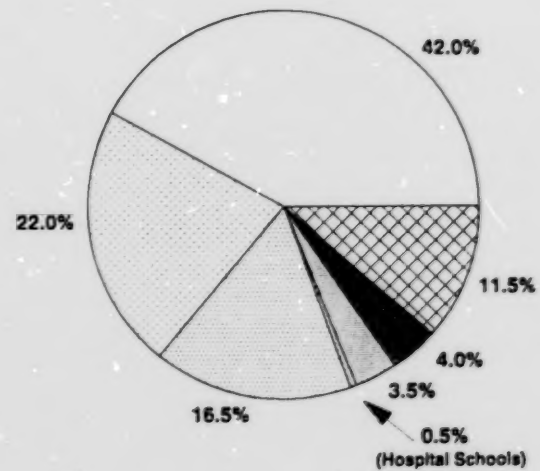
ADMITTED TO UNIVERSITIES

(N = 4,419)



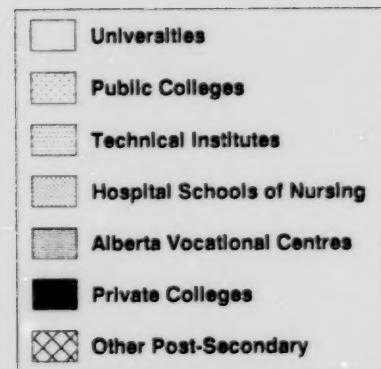
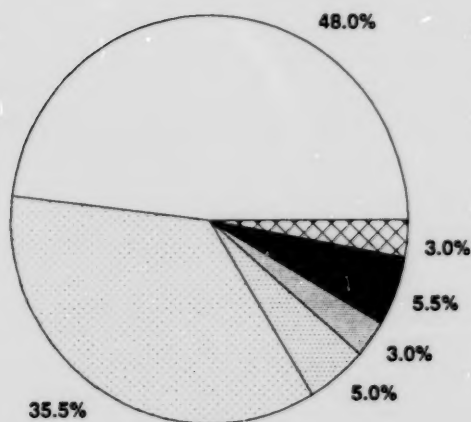
ADMITTED TO PUBLIC COLLEGES

(N = 1,982)



ADMITTED TO TECHNICAL INSTITUTES

(N = 1,111)



Public colleges admitted a total of 1,982 transfer students, of which 42% transferred from universities, 22% from other public colleges, 16.5% from technical institutes, 4% from private colleges, 3.5% from Alberta Vocational Centres, 0.5% from hospital schools of nursing, and 11.5% from other institutions. In addition, 780 students transferred from outside the province, for a combined total of 2,762 transfer students to public colleges (Figure 3).

Technical institutes admitted a total of 1,111 transfer students, of which 48% transferred from universities, 35.5% from public colleges, 5.5% from private colleges, 5% from other technical institutes, 3% from Alberta Vocational Centres, and 3% from other institutions. In addition, 371 students transferred from outside the province, for a combined total of 1,482 transfer students to technical institutes (Figure 3).

Hospital schools of nursing admitted a total of 219 transfer students, of which 52% transferred from universities, 30% from public colleges, 7% from private colleges, 7% from technical institutes, 2% from Alberta Vocational Centres, and 2% from other Alberta institutions. In addition, 30 students transferred from outside the province, for a combined total of 249 transfer students to hospital schools of nursing.

Alberta Vocational Centres admitted 119 students with prior post-secondary experience. The total included 30% from public colleges, 13.5% from other Alberta Vocational Centres, 12.5% from technical institutes, 7% from universities, 2.5% from private colleges, and 34.5% from other institutions. In addition, 36 students transferred from outside the province, for a combined total of 155 transfer students to Alberta Vocational Centres.

In summary, non-degree-granting public institutions received 3,431 transfer students from within the province and a further 1,217 students from institutions outside the province for a total of 4,648 transfer students.

Summary

Caution is in order when comparing data from year to year as institutions have changed and developed in significant ways, new institutions have emerged, and institutional reporting practices have been refined. For example, several years ago the study was expanded to include information on transfer activity to private degree-granting colleges and to hospital schools of nursing, as well as transfers of part-time students at some non-degree-granting public institutions. Nevertheless, the reported totals may be understated as the following admission categories may be incompletely reported for transfer activity: part-time students at non-university public institutions, visiting students, unclassified students, students who are enrolled at two institutions at the same time, as well as students who are admitted in a term other than fall. However, although the data are approximate, they do provide an indication of trends and patterns in transfer activity and confirm the general importance of student transfer as a phenomenon of Alberta's post-secondary system.

In the decade since 1979, transfer within Alberta has increased by 157% from 3,092 to 7,956 students (Figure 2). At the same time, transfer into the province increased at a much slower rate of 44%, from 2,993 to 4,314 students. The combined within- and into-province transfer total increased by 101%, from 6,085 in 1979 to 12,270 students in 1989.

Since 1979 the proportion of students transferring to each sector of the post-secondary system generally has remained relatively stable with a notable exception: the volume of student transfers within the province to public colleges has increased. The growing prominence of public colleges as receivers of transfer students is particularly evident in the metropolitan institutions. For example, in Fall 1989, Mount Royal College in Calgary sent 731 of its students to other post-secondary institutions in Alberta while receiving 773 transfer students from other post-secondary institutions in Alberta. Similarly, Grant MacEwan Community College in Edmonton sent 390 of its students while receiving 402 transfer students. While the number of transfer students at these two colleges is notable, some of the other colleges are also significantly engaged as both senders and receivers of transfer students. For example, Olds College sent 73 students while receiving 89 transfer students. It is also worth noting the growing number of students transferring from universities to public colleges: 831 in Fall 1989; as well as the substantial number of students who transfer from one public college to another: 442 in Fall 1989.

The total number of within-province transfers to universities rebounded from 4,100 or 54.5% of the 1988 total to 4,419 or 55.5% of the 1989 total. This reverses a decline recorded in 1988 which was attributed in part to the expansion of university transfer programs at public colleges. Student transfers from public colleges accounted for much of the 1989 increase. The 1989 total of 4,419 student transfers to universities is the highest recorded in the decade.

The total number of within-province transfers to technical institutes declined by 24% from 1,467 in 1988 to 1,111 in 1989. The decline was generally from all sectors. Within-province transfers to hospital schools of nursing increased by about 3% while transfer to Alberta Vocational Centres increased by 30% over the 1988 total.

ADDENDUM A

COUNCIL MEMBERSHIP

During the year there were a number of changes to the Council membership as institutional members retired or took new positions elsewhere. Student members typically serve for one year, reflecting their association with their student organizations.

Donna Allan	Public Colleges member
Henry Anderson	Public member (from August 1989)
Gloria Bauer	Hospital Schools of Nursing member
Ed Behnke	Provincially Administered Institutions member (from December 1990)
Tony Clark	Student member (through April 1989)
Reg Erhardt	Technical Institutes member
Don Harper	Public Colleges member
David Jenkins	Universities member (through June 1989)
Dianne Kieren	Universities member
Ted Langford	Provincially Administered Institutions member (through 15 April 1989)
Del Ogden	Universities member (from August 1989)
Joan Piening	Public member (from August 1989)
Christine Pollard	Student member (from August 1989)
Alex Reed	Universities member
Mary-Lou Rose	Public member (through June 1989)
Ed Ryan	Public member (through June 1989)
Fred Speckeen	Provincially Administered Institutions member (from 15 April 1989 through November 1989)
Keith Ward	Private Colleges member
Terry Whitehead	Student member (from May 1989)
Terry Moore	Chairman
Marilyn Patton	Executive Assistant

ADDENDUM B

TERMS OF REFERENCE

The following Terms of Reference were adopted by Council motion on February 14, 1975:

1. The Council shall review current regulations, proposals and practices for admissions and transfer which have been generated by Advanced Education and by institutions and subsystems for the purpose of identifying those guidelines and procedures applicable to all institutions within the system of advanced education.
2. The Council shall develop procedures by which admissions and transfer policies, guidelines and procedures are granted system-wide approval.
3. The Council shall compile, maintain and disseminate a registry of all existing admissions and transfer arrangements within the Alberta system of advanced education.
4. The Council shall monitor the effectiveness of admissions and transfer policies and practices throughout the advanced education system; to this end it may carry out, or request institutions to carry out appropriate studies.
5. The Council shall recommend to Advanced Education and to institutions revisions of policies, guidelines and procedures as it deems necessary.
6. Acting within the provisions of existing legislation, the Council shall, upon the written request of an institution, serve as mediator in resolving inter-institutional admission and transfer problems. (The Council will not deal with requests by individuals.)
7. In the event that agreement cannot be reached through mediation, the Council shall, upon written request by the institutions concerned, serve as arbitrator.
8. In fulfilling its arbitration role, the Council shall establish arbitration procedures, inform the institutions of these procedures, and inform the institutions of its decisions, which shall be final and binding.
9. The Council shall advise the Minister of any legislative changes which it deems necessary.
10. The Council, at the request of the Minister or institutions, shall comment on unresolved transfer problems related to proposed programs.
11. The Council shall report annually to the Minister of Advanced Education on its activities.
12. The Council will operate with the support of: a) Council members, to be reimbursed by Advanced Education for out-of-pocket expenses incurred; b) the Chairman, to be paid an appropriate honorarium; and c) an executive secretary and such other necessary resources and services to be made available by Advanced Education as required by the Council in the fulfillment of its responsibilities.

ADDENDUM C

COUNCIL PRINCIPLES, POLICIES AND PROCEDURES

A. CONTEXT

1. Role and Composition

The primary goal of the Alberta Council on Admissions and Transfer is to provide leadership and direction in the improvement of educational opportunities for Alberta students through inter-institutional transfer. Implicit in this goal is a commitment to improve communication among institutions of the Alberta post-secondary system, and thus to promote the advantages of a system of education, with all that this means for economy and efficiency in educational planning.

In the fulfillment of its role, the Council is engaged in the following activities:

- (a) **leadership** — including the development and formulation of policies and procedures whereby transfer credit for courses and programs may be negotiated.
- (b) **publication** — primarily the production and distribution of a yearly *Transfer Guide* listing all transfer credit arrangements for courses and programs within the Alberta post-secondary system, together with statements of relevant policies and procedures, and other documents such as an Annual Report.
- (c) **mediation** — as requested by institutions within the system, to resolve complaints or disputes concerning transfer arrangements and credits, and thus to ensure that the best interests of students are served.
- (d) **applied research** — on matters related to the transfer of students throughout the system.

The fourteen member Council which is appointed by the Minister of Advanced Education is an independent body which reports annually to the Minister. The Council membership includes the Chairman, two members of the public, two student members, three members nominated by the Universities Co-ordinating Council, three members

nominated by the Council of College and Technical Institute Presidents, one member from the provincially administered institutions, one member nominated by the hospital boards that operate the schools of nursing, and one member nominated by the Private Colleges Co-ordinating Council. Administrative support, including service of an Executive Assistant, is supplied by the Department of Advanced Education.

The Alberta Council on Admissions and Transfer usually meets on a monthly basis, generally at institutions.

2. Overview of the post-secondary system

The Council's activities are directed primarily towards the Alberta post-secondary system, which includes four universities, The Banff Centre, eleven public colleges, three institutes of technology, four Alberta vocational centres, the community vocational centres, private colleges, and hospital schools of nursing. There are, in addition, a number of private non-affiliated institutions, some of which may offer courses which have transfer potential. Although the Council's mandate is directed towards the Alberta post-secondary system, the Council is sensitive to student transferability involving institutions outside of the province. For this reason the *Alberta Transfer Guide* is distributed across Canada as well as the United States.

3. Types of transfer

Within the system of post-secondary institutions, transfer of credit for courses or programs may occur among institutions of different types (for example, between public colleges) or among institutions within a sector (for example, from a vocational centre to a college). Transfer arrangements published in the *Alberta Transfer Guide* include courses and programs transferable to degree-granting institutions and those transferable to non-degree-granting institutions.

4. Definition of terms

In dealing with matters relating to transfer, there are several commonly used terms which may require clarification. Some of the more important are:

Accessibility: the degree of openness of institutions to students seeking admission to their programs.

Transferability: the mobility of students among post-secondary institutions by virtue of their having transfer credit (see below).

Advance credit: the award of credit in given courses or programs on the basis of formal and informal learning experiences including: 1) work experience, 2) maturity/life experience, 3) unstructured educational experiences such as self-study, 4) structured educational activity.

Transfer credit: an advance credit awarded on the basis of successful completion of structured educational activities at a post-secondary institution.

Receiving institution: an institution to which students transfer course or program credits acquired at another institution.

Sending institution: an institution from which students may transfer course or program credits to programs at another institution.

Transferable courses: courses developed by an institution to meet its own program objectives but which have transfer potential. Transfer may be negotiated either on the basis of equivalence or of relevance to programs or courses at another institution. (See page 18.)

Transfer courses: courses delivered by a sending institution as courses which correspond in description to courses of a particular institution. (See page 18.)

Selection criteria: categories of qualification, capabilities, or experience (academic or other) which provide the basis for screening and admission (or rejection) of students to programs.

Affiliation: a formal agreement of association or co-operation between two institutions whereby some courses and programs offered by the sending institution are substantially the same as those offered by the receiving institution. Transfer credit is thereby awarded. Affiliation agreements are in effect between several private colleges and the University of Alberta.

B. PRINCIPLES

The Council endorses the following as basic to its purpose and activities:

(a) Student access to higher education and the opportunity for student mobility among institutions of higher education in Alberta shall be optimized.

Barriers to student mobility shall be minimized. The integrity of educational programs and certification must, however, be maintained. A student should not be required to repeat previous learning experiences in which competence has been demonstrated nor should more transfer credit be granted than previous learning experiences would warrant for successful completion of the program.

(b) Negotiation of opportunities for student mobility shall be based on the recognition

that while learning experiences may differ in a variety of ways, their substance may be virtually equivalent in terms of their content and rigour.

Insofar as possible, transfer arrangements should allow for maximum recognition of previous learning experiences. The concept of **virtual equivalence** is vital to such arrangements.

(c) Effective career counselling and optimum mobility require that the student have prior knowledge of at least the minimum transfer credit which can be awarded. Additional transfer credit may be negotiable on an individual basis.

(d) Although responsibility for higher education is shared among various constituents,

individual institutions have the primary responsibility for instructional programs. This responsibility includes program design and delivery, determination of academic prerequisites and student admission criteria, and certification of the academic achievement of students.

In respect of student access to institutions and programs, it is to be emphasized that factors in addition to academic prerequisites often are employed as admission criteria. That is, while possession of academic prerequisites makes an applicant eligible for admission, it does not **guarantee** admission to an institution or to a particular program.

- (e) **Institutions have the responsibility and the prerogative to investigate the total**

educational preparation of applicants seeking admission.

Such investigation is intended to determine admissibility and appropriate transfer credit, and to counsel applicants. The relevance and quality of the applicant's most recent educational experiences should be the basis for admissibility and for transfer decisions. Differences in earlier preparation should not adversely affect consideration of the applicant (see Principle "b" re **virtual equivalence**).

- (f) **Students who are granted admission to an institution under a transfer arrangement shall be granted the same rights and privileges as students who began their studies at the institution.**

C. A Policy for Admission and Transfer of Credit among Alberta Post-Secondary Institutions

1. Admission

Admission to a course or program will be granted to any applicant who has fulfilled the admission requirements for such course or program as established by the receiving institution. Where selection procedures are involved in admission to a program, each applicant shall be treated on the same basis as any other person seeking admission to that program.

In the case of students transferring from public colleges and technical institutes to degree-granting institutions, in lieu of the general admission requirement listed above, admission will be granted to any applicant who, upon successful completion of at least a full year's study at the sending institution, is recommended in writing by that institution as having satisfied the **appropriate** matriculation requirements or their equivalent. This is referred to as the Letter of Recommendation admissions category.

2. Transfer of credits

Subject to the above requirements there shall be two major transfer arrangements:

(a) Transferable courses and programs

These are developed by a sending institution to meet its own program and objectives, and bear

its own numbers and descriptions. Transfer may be negotiated either on the basis of equivalence, or of relevance. The principle of **equivalence** refers to courses and programs of the sending institution which are identical or similar to those of the receiving institution. The principle of **relevance** refers to courses of the sending institution which are in the same areas or disciplines and at the levels of programs offered by the receiving institution, and are therefore appropriate for credit at the receiving institution.

Credits awarded in this category may involve special inter-institutional arrangements or individual assessment.

(b) Transfer courses and programs

These are delivered by a sending institution as courses and programs which correspond in description to those of the receiving institution.

Among degree-granting institutions, transfers are assessed on an individual basis by the receiving institution. Consequently, course equivalents between degree-granting institutions are not listed in the *Transfer Guide*.

D. Procedures for Transfer of Credit among Alberta Post-Secondary Institutions

To facilitate the negotiation of transfer arrangements among post-secondary institutions, the Council has established the following set of procedures.

Objective

These procedures are designed to provide a mechanism for the negotiation of transfer and transferable courses and programs, and for their inclusion in the *Alberta Transfer Guide*.

Categories

Courses and programs proposed for transfer credit are of two main types, each of which involves a different relationship between the sending and receiving institution.

1. Transferable Courses/Courses with Transfer Potential

In negotiations of transfer credit for transferable courses, the sending institution shall supply the receiving institution with the following information: (a) course description, title, grading practices, weighting and outline, (b) textbooks and other resource materials, (c) qualifications required for an instructor. Additional information may be required at stated intervals for review purposes, or at the discretion of the receiving institutions.

2. Transfer Courses/Courses in Transfer Programs

In negotiations of transfer credit for transfer courses, the sending institution shall supply the receiving institution with the following information: (a) course description, (b) textbooks and other resource materials, (c) qualifications required for an instructor.

Transfer credit is based on initial negotiations, when the course is first offered by the sending institution. Subsequent negotiations and concurrence of the receiving institution are required where, in the view of the receiving institution, course revisions by the sending institution are sufficiently substantial to affect the transfer credit which has been negotiated.

Procedures

1. Each institution shall identify a Contact Person (e.g. Registrar or Admissions Officer) who will be responsible for both internal and external distribution of formal transfer proposals and responses.
2. Each institution shall, through its Contact Person, maintain and provide on request from other institutions (a) a list of other important institutional contacts for the purpose of facilitating appropriate preliminary discussions, and (b) a description of the internal procedures followed in the institution for the development and/or evaluation of proposals for transfer arrangements.
3. It is expected that proposals for credit will be processed as expeditiously as possible and formalized by means of the Council's Transfer Credit Proposal Form. If the transfer proposal is acceptable, the receiving institution will inform the other institutions in the system accordingly. The transfer normally will be honoured within the sub-system of which the receiving institution is a constituent.
4. If the transfer proposal is not acceptable, the receiving institution shall supply in writing, to the sending institution, the reason for this decision.
5. In the event that agreement has not been reached pursuant to (3) and (4), an institution may submit to the Council a written request for mediation. Where, in its opinion, the Council determines that a dispute concerning transfer exists, the Council may mediate to resolve the dispute.
6. In the event that the agreement cannot be reached pursuant to (5), the institutions in dispute may agree to submit the dispute to Council for arbitration. The Council will then establish procedures for the resolution of the dispute, and issue its decision resolving the dispute. The arbitration decision of the Council shall be final and without appeal or review.

7. Transfer arrangements are to be regarded as relatively enduring bilateral agreements — to be altered, amended or deleted only after **mutual consultation**. Regular discussion of existing transfer arrangements should take place between sending and receiving institutions. Any institution planning program or course changes which could bear on existing transfer arrangements as recorded in the *Alberta Transfer Guide* shall, insofar as possible, inform those institutions which would be primarily affected — subject, where necessary, to renegotiation. In cases where renegotiation of a transfer agreement is requested by either a

sending or receiving institution, the onus is on the institution requesting the change to provide the other institution with **sufficient notice** and lead-time to permit renegotiation before the next edition of the *Transfer Guide*.

8. Renegotiation of transfer arrangements is subject to the same guidelines as for the initial negotiations (i.e. 3-6).
9. When a new agreement has been negotiated, it replaces the old agreement in the next edition of the *Transfer Guide*.

E. Institutional Requirements

Within the context of policies and procedures of the Alberta Council on Admissions and Transfer, each institution has particular requirements and practices for admission of students and the award of transfer credit. These institutional requirements are

summarized in the annual *Alberta Transfer Guide*. Students who are planning to transfer are advised to refer to the appropriate institutional calendar and to consult with the Registrar's Office at the receiving institution.

ADDENDUM D

ALBERTA TRANSFER MODEL

Since its inception, the Council has evolved the following approach for organizing transfer agreements among Alberta institutions. The Council's Principles, Policies and Procedures provide the framework for the negotiation of transfer agreements between institutions. When preliminary discussions between personnel in the sending and receiving institutions indicate that a transfer agreement for a particular course or program is desirable and feasible, the Council's Transfer Credit Proposal Form is used by both institutions' Contact Persons to negotiate a formal transfer agreement. If the receiving institution approves the proposed agreement, a signed copy of this Form is sent to the Council office so that the data can be entered in the next edition of the *Alberta Transfer Guide*.

Transfer agreements are regarded as relatively stable bilateral agreements. However, programs and their constituent courses undergo change, with revisions from time to time to such aspects as admission requirements, program requirements, and content. The Council recommends that regular discussion of existing transfer agreements take place between sending and receiving institutions. Changes may require renegotiation of transfer agreements and resulting changes will be reflected in the next edition of the *Alberta Transfer Guide*.

In accordance with its terms of reference, the Council compiles, maintains and disseminates a registry of admission policies respecting transfer students and duly negotiated transfer agreements within the Alberta system of advanced education. Through direct consultation with both sending and receiving institutions, the Council monitors the current accuracy of all transfer agreements which are published in each edition of the *Alberta Transfer Guide*. First published in 1976, the annual *Alberta Transfer Guide* has been established both within and outside Alberta as the official statement of transfer agreements, and is considered indispensable for transfer operations within the province. It is broadly used by jurisdictions elsewhere in support of Alberta students transferring there, and more generally as information about the kinds of transfer agreements developed in this province with the support of Council.